



Mobile Polling Team Member

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO3). Pay, terms and conditions can be found in the [Collective Determination](#).

The role

Mobile Polling Team Members support the Mobile Polling Team Leader during the early voting period according to policies and procedures set by the AEC. Mobile polling provides a voting service to voters who are unable to attend a polling place. Mobile polling is conducted within a location that is operated by a service provider, for example a residential aged care home, residential mental health facility, homeless shelter or a prison. This role includes managing voters and party workers and the management of election materials.

Work hours

- Work extended hours during the two weeks before election day based on a schedule. Work hours will be mostly Monday to Friday but may include some weekend work.

Training requirements

- Paid online and face-to-face training will be provided. This training must be completed before working.

Key responsibilities

- Ensure compliance with relevant legislation, AEC policies and procedures
- Accurate completion of all required documentation
- Identify, document and report issues taking appropriate action as needed

Election materials

- Manage and maintain security protocols of all election materials
- Collect and account for all election materials

Operational aspects at each facility visited by the team

- Follow facility operational requirements as instructed
- Provide high quality customer service in a professional manner
- Ensure information is provided clearly and in a manner the voter can understand
- Assist all voters as required including people from diverse backgrounds
- Provide information and support to voters in a patient, compassionate and supportive manner.
- Manage voters, party workers, scrutineers, and other stakeholders
- Adhere to the published voting itinerary in consultation with the Mobile Polling Team Leader
- Manage enquiries and escalate where required

Skills and abilities

- Work effectively to work in a team with diverse groups of people with differing and special needs
- Solve problems in a fast-moving operational environment and work non-standard or extended hours
- Communicate clearly with good attention to detail
- Manage challenging situations when engaging with staff and members of the public
- Remain calm under pressure and maintain professionalism
- Build rapport with a range of stakeholders
- Lift and carry up to 12 kilograms*
- Comfortable sitting or standing for long periods of time*
- Work in a range of different physical environments*

*If you require workplace adjustments due to disability or injury, please outline these in your Registration of Interest

Mandatory requirements

- Australian citizen aged 18 years or over
- Maintain political and issue neutrality and impartiality
- Current driver's licence and access to a registered and comprehensively insured private motor vehicle
- A police check

Additional requirements

As the AEC is entering facilities or communities to provide mobile polling services, these locations may require AEC staff to be:

- COVID-19 and/or influenza vaccinated
- Able to wear a mask and undertake a rapid antigen test
- Hold a current working with children clearance and/or working with vulnerable people clearance (applies to mobile polling visits to hospitals in Victoria, Tasmania and Northern Territory).

You will be advised if any of these additional requirements apply to your role prior to receiving a letter of offer. It is expected that a Mobile Polling Team Member will:

- adhere to the Code of Conduct outlined in Attachment A of the [Collective Determination](#) and the [AEC Values and Commitments](#) (we encourage you to read these before polling day)
- comply with the procedures and policies outlined in your training and materials
- avoid any conflict of interest (actual or perceived)
- be familiar with, abide by and promote AEC work health and safety frameworks, policies and procedures
- demonstrate personal integrity and represent the AEC with professionalism
- engage respectfully with diverse individuals and communities
- be flexible, adaptable, and work as part of a team
- take ownership and responsibility for own work
- handle ballot papers safely and securely throughout all electoral processes

Thank you for your interest in working at a federal electoral event. We need over 100,000 people to fill our temporary jobs. We hope you'll consider joining our team.

Visit aec.gov.au/employment/working-at-elections/types-of-jobs to learn more about what's involved.